



## Application Submittal Instructions

**\*\* Applications will be accepted on or after May 11, 2020. Applications submitted before May 11<sup>th</sup> will be denied and a new application must be submitted. NO EXCEPTIONS\*\***

### Steps To Submit:

- Download the application for the City's website at <https://www.lauderhill-fl.gov/departments/city-manager-administration/housing-grants>, at the bottom of the screen under the subtitle RELATED DOCUMENTS FOR GRANT PROGRAMS
  - There are two applications, one for businesses and one for housing assistance.
  - Only submit the application for the program you would like to participate in.
  - Please note, you may apply for the rental/mortgage assistance and utility assistance on the same application.
  - **Please see Lauderhill CARES Program Description for details on each strategy.**
- Gather the documents requested on the checklist for your program of choice
- Complete the application by typing directly on the form or print out and write on document entitled "Lauderhill CARES Housing Assistance Application"
  - Make sure all areas that require signatures have been signed
  - Documents that require signatures must be signed in PEN INK
  - Documents that require notary must be notarized then included in your submittal package
- Email the complete package with supporting documents to: [lauderhillCARES@lauderhill-fl.gov](mailto:lauderhillCARES@lauderhill-fl.gov)
- Documents with Original signed documents must be mailed to the City at:
  - City of Lauderhill  
C/o Grants Division  
5581 W. Oakland Park Blvd.  
Lauderhill, FL 33313
  - Please indicate COVID Application on the bottom of your envelop

### Application Processing Timeline:

**\*\*Applications will be accepted on or after May 11, 2020. Applications submitted before May 11<sup>th</sup> will be denied and a new application must be submitted. NO EXCEPTIONS\*\***

Once the City has received your COMPLETED application package with all required documents attached, processing will take approximately 30 days. A Grants Division staff member will contact applicants by email or mail should additional information or documentation be needed. **INCOMPLETE application packages will delay the review process and failure to provide required information and/or documents in the time specified in our correspondence will result in voluntary withdrawal and your application will automatically be denied.**